

Police Lieutenant

(Administrator II)

Time base – Full Time

This position will remain open until filled. Applicants must have all materials arrive in the Human Resources Office by close of business on Friday, December 7, 2012 to receive priority consideration for the position. A review of applications will begin December 10, 2012 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 925. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

MAJOR RESPONSIBILITIES:

The Lieutenant is the commander of the Police Services' Patrol Division and Emergency Preparedness and provides leadership, management and motivation. The Lieutenant is responsible for all patrol related functions of the Police Department, including the department's community policing and problem solving policing initiatives, crime prevention and education programs, Student Assistants, and special event scheduling. Incumbent ensures follow-up to criminal complaints and investigations; oversees Building Monitors, Cal Maritime Emergency Response Team (CMERT); and assists the Chief of Police with the planning, organizing, and directing of other aspects of the department's administrative operation.

Patrol Operations

Leadership

Ensures that the Department operates in a philosophy of community oriented policing; ensures there is excellent, respectful customer service from all employees; builds effective strategic alliances internally and externally; provides direction to employees regarding rules, regulations, orders, policies/procedures, appropriate use and care of Department equipment, supplies and facilities; and assumes command of the Department in the Chief's absence.

Field Support

Supports high visibility patrols and presence 24/7 within the University; coordinates investigative activities and assumes leadership role during a major event.

Emergency Management

Coordinates training of campus community on the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) compliant campus plan and

maintains training records; manages Building Monitors and CMERT Groups and supports the Emergency Coordinator working group; ensures compliance with Chancellor's Office Emergency Preparedness Executive Order and maintains Emergency Operation Center equipment consistent with SEMS, NIMS, and Incident Command System (ICS) guidelines.

#### Administration

##### Police and Project Management

Ensures compliance by staff of University and Department regulations, creates and implements long/short term goals; manages the Department's policy development project, ensures follow-up to criminal complaints/investigations and manages law enforcement grants.

##### Community Oriented Policing

Manages the Department's crime prevention and community oriented policing programs and participates in presentations and outreach to promote public relations and awareness about safety, security and emergency preparedness.

##### Training

Manages the department's Field Training Program; develops, coordinates and provides on-the-job training to assigned staff and the University community; and ensures staff meets all training requirements established by the Police Officer Standards and Training (POST) and department policy.

#### Other Administrative Tasks

Directs the planning, staffing and scheduling of resources to meet unit and shift responsibilities; assists with the recruitment of new employees and coordinates background investigations; completes performance evaluation reports and provides guidance and counseling as required.

#### SPECIAL REQUIREMENTS:

The finalist must successfully complete the interview process, including but not limited to an oral interview, a written exercise during the testing process, Chief's interview, background investigation, medical, and psychological exams. The Lieutenant is expected to work rotating shifts, weekends and holidays, be on-call 24-hours a day, and may be required to work weekends and/or after normal business hours. The Lieutenant must be able to obtain and maintain a Transportation Worker Identification Credential (TWIC) card in order to work aboard the training ship.

#### MINIMUM QUALIFICATIONS:

- Bachelor degree highly preferred. Degree may be substituted with 4 or more years of police management experience, possession of a current POST Management Certificate and at least 60 units of college.
- POST Intermediate Certificate or higher and five or more years of law enforcement experience.
- Four years of progressive law enforcement leadership experience, including but not limited to Lieutenant, Sergeant, and Corporal.

- Valid California Driver's License and possess a satisfactory driving record.
- Must possess (or qualify to possess) a POST Supervisor Certificate and qualify for a POST Management Certificate within two years of appointment.
- Thorough knowledge and ability to interpret and accurately apply current law enforcement methods, policies, procedures, rules, regulations, laws, investigative techniques and procedures.
- Knowledge of community policing programs, public safety procedures and emergency response planning.
- Familiarity with collective bargaining and administrative corrective action as appropriate in a union environment.
- Ability to perform all duties in a professional, competent, and courteous manner, exercising independent judgment and sound decision making skills.
- Ability to handle all duties with accuracy, timeliness, and trust.
- Ability to plan, organize, multi-task, and prioritize work to meet deadlines.
- Possess strong oral and written communication skills.
- Knowledge of NIMS, SEMS, and general emergency preparedness practices.
- Ability to collaborate with multiple entities to plan and accomplish objectives, and coordinate ongoing multiple, large and complex projects from conception to completion.
- Ability to lead, direct, supervise, motivate and inspire others; measure the performance of people, teams and organizations, and assess performance and progress.
- Ability to interact effectively with members of the Department and public in stressful situations.
- Ability to operate in an environment that requires discretion and confidentiality.
- Ability to communicate effectively with a diverse student, staff, faculty, and campus community is essential. Possess outstanding interpersonal skills and work well with others.
- Possess strong computer skills, using the Windows platform, word processing, spreadsheets and databases.

#### DESIRABLE QUALIFICATIONS:

- Six or more years of law enforcement experience.
- Five or more years of leadership experience, including but not limited to Lieutenant, Sergeant, Corporal, Field Training Officer, or team leader.
- Two or more years of active law enforcement experience in a college or university setting.

**APPLICATION PROCESS:** To apply, interested parties must submit the Cal Maritime Employment Application, cover letter, current resume, and appropriate certificates to:  
 Human Resources Office, Job Bulletin #E15  
 California Maritime Academy  
 200 Maritime Academy Drive  
 Vallejo, CA 94590

Applications are available on the Cal Maritime website at <http://apptrkr.com/299892>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

**SALARY AND BENEFITS:** Salary placement is at the Administrator II level in the CSU Management Personnel Plan. The plan provides for competitive salaries commensurate with the education and experience of the individual selected. This position does not have a probationary period, and does not accrue tenure or permanent status. The benefit package includes a broad range of benefits for qualifying positions including medical, dental, vision, retirement (CalPERS), life and disability insurances, fee waiver, vacation and sick leave.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.